

DOCUMENTING REGULARLY SCHEDULED SERIES ATTENDANCE

Accurate attendance records must be kept to insure proper issuance of education hours for regularly scheduled series (RSS) activities. In order to maintain accurate participant attendance, the following four (4) items should be submitted to CSC for each presentation conducted:

1. Completed **Documentation of Regularly Schedules Series Form**. This form will be sent to you electronically upon notification of sponsorship. This form includes the title of the activity, the time frame the session took place, faculty demographics, needs assessment, and learning objectives. Please ensure that this form is completed in its entirety.
2. **Typed attendance list**. At recurring hourly sessions, participants may initial a pre-printed sign-in sheet. Please ensure that the attendance list is legible and includes the participants' professional credentials. A sample of the attendance sheet is located in the following page.
3. **Signed speaker disclosure form and Biographical Data Form** from faculty member/s for each presentation.
4. **Final Draft Copy of Promotional Literature** (announcement flyer with complete details).